

# Moving <sup>your</sup> <sub>course</sub> to the Internet

A Support Guide for CSUSAT/CDOE Faculty

**There are three phases of support for transitioning CSUSAT courses previously offered over satellite.**

**one** The first phase supports "jump starting" the course (and instructor) by creating an Internet course environment with HorizonLive and WebCT, offering training and consulting, and converting existing course materials into digital form.

**two** The second phase supports teaching the course over the Internet for the first time, and modifying and refining it as needed over the course of the semester.

**three** The third phase supports the preparation and teaching of a course "the second time around" for faculty who have taught the class with these technologies before.

# Phase

1

"Jump Start"  
the course in  
preparation  
for the first  
semester.

## **Faculty Need To...**

- Attend HorizonLive/WebCT training one or two semesters before they plan to teach
- Meet with TLP staff to create a timeline and a development plan for the course
- Supply needed materials in a timely manner
  - Syllabus
  - Lecture Notes
  - Overheads: Charts, graphics, photographs, images
  - Assignments, tests and quizzes, other material
- Consult with TLP staff to ensure material is accurate and organized correctly in WebCT
- Ensure that the black self-registration key is on prior to the beginning of the semester

## **RCE Will...**

- Schedule faculty into training sessions
- Mail Internet orientation packets (CD-ROM, hand-outs, videotape) to students
- Mail course packets and other materials to students, if needed
- Answer faculty and student questions about registration and class schedules and respond to other student inquiries
- Maintain Chico Distance & Online Education Web site

## **TLP Will...**

- Provide training and support (Q&A, consultation)
- Meet with faculty to create a timeline and a development plan for the course
- Create the initial WebCT course on the server
- Create a course banner and welcome page
- Setup Home Page, making appropriate tools and icons available to students
- Setup table of contents, pages with titles and outline of course modules
- Assess and convert existing course materials into digital format, such as:
  - Syllabus
  - Lecture Notes
  - Overheads
  - Charts, graphics, photographs, images
- Assignments, tests and quizzes, selected video material
- Upload and organize course materials in WebCT
- Take dates from syllabus and put into the calendar
- Setup discussion forums (bulletin boards)

Teaching  
your course  
over the  
Internet for  
the first time.

## **Faculty Need To...**

- Work with support team to modify Home Page, syllabus, calendar, discussion forums, assignments, test and quizzes, and other course content as needed.
- Student Management
  - Turn black self-registration key on and off
  - Insert, modify and delete student list based on official university roll sheets
  - Manage student grade information
- Make tests and quizzes available/unavailable
- Modify calendar, and other course content as needed after the semester begins

## **RCE Will...**

- Mail packets and other materials to students, if needed
- Answer faculty and student questions about registration and class schedules, and respond to other student inquiries
- Maintain Chico Distance & Online Education Web site

## **TLP Will...**

- Provide ongoing as-needed training and support (Q&A, troubleshooting, consultation)
- Assist faculty in modifying/maintaining their HorizonLive and WebCT course materials: Syllabus, Calendar, Course Content, Quiz Questions, Bulletin Board, Chat Room, Course E-Mail

## **IMC Will...**

- Provide an "in-class assistant" for each class session to assist with HorizonLive course delivery and student interactions
- Conduct assessments each semester to ensure quality of faculty and student support
- Ensure that class sessions are properly archived and made available to students
- Add presentation slide list for use in live class sessions when submitted at least two business days before class to [horizonslides@csuchico.edu](mailto:horizonslides@csuchico.edu)
- Note: After each semester ends, HorizonLive archives will be backed up and removed from the server unless a special request is made.

## **STCP Will...**

- Provide student training materials
- Provide student technical support (Q&A, troubleshooting)

# Phase

# 3

Preparing and teaching your course "the second time around."

## Faculty Need To...

- RESET the WebCT course after previous grades have been submitted to the university
- Manage all HorizonLive/WebCT course development activities
- **NOTE:** At this point, the faculty member is responsible for "modifying" the course, not the support staff.

## RCE Will...

- Mail packets and other materials to students, if needed
- Answer faculty and student questions about registration and class schedules, and respond to other student inquiries
- Maintain Chico Distance & Online Education Web site

## TLP Will...

- Assist faculty in modifying their HorizonLive/WebCT course
- Provide training and support if needed (Q&A, troubleshooting, consultation)

## IMC Will...

- Provide an "in-class assistant" for each class session to assist you with HorizonLive course delivery and student interactions
- Conduct assessments each semester to ensure quality of faculty and student support
- Add presentation slides for use in live class sessions. Submit two business days before class to horizonslides@csuchico.edu

## STCP Will...

- Provide student training materials
- Provide student technical support (Q&A, troubleshooting)

# Supporting

you  
and your  
students

### IMC Distributed Learning Technologies (DLT)

Oversees delivery of live class sessions and provides in-class technology support. Assists with ongoing maintenance of Internet course environment.

- Jon Knolle.....x5384  
HorizonLive/WebCT course delivery
- Buzz Buzzini.....x6961  
Origination Control Room

### Student Computing (STCP)

Provides student training materials and technical support (Q&A, troubleshooting)

- Melinda Ferris.....x5008  
Training materials for your students
- Student Helpdesk.....x4357  
Student technical support

### Regional and Continuing Education (RCE)

Provides overall coordination and marketing of CSU, Chico's distance education programs

- Jeff Layne.....x6105  
Training Schedule
- Barbara Heidinger .....x6105  
Student registration and mailings

### Technology and Learning Program (TLP)

Assists with training, planning, and developing your course. Provides ongoing HorizonLive and WebCT faculty consulting

- TLP Lab.....x6167